

21 AUGUST 2001



Maintenance

**LOCAL MANUFACTURE REQUEST
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 89 LG/LGMF (MSgt Whiting)

Certified by: 89 LG/CC (Col Wright)

Pages: 3

Distribution: F

This instruction establishes procedures for the submission, requisition, and authorization of locally manufactured items. It standardizes procedures for local manufacture request and is applicable to all 89th Air-lift Wing and tenant units, who request items be manufactured within the 89th Logistics Group.

1. General:

- 1.1. Local manufacture of procurable items is restricted to those which are mission impact.
- 1.2. The customer must first determine if the item is procurable through normal supply channels, by researching technical orders (TO's), Fed-Log, commercial manuals or local catalogs.
 - 1.2.1. The customer must consult applicable aircraft TO's to determine whether local manufacture of the part is authorized or feasible.
- 1.3. If requesting the manufacture or modification of a tool, prior approval must be granted through quality assurance and 89 LSS\LGLOM (Programs Office).

2. Aircraft Requests:

- 2.1. The customer will:
 - 2.1.1. Order the item requiring local manufacture from Contractor Operator and Maintained Base Supply (COMBS) or local standard base supply system (SBSS).
 - 2.1.2. Establish a job control number in Core Automated Maintenance System (CAMS), to include within the narrative section the COMBS/SBSS document number and TO figure and index.
 - 2.1.3. Complete Section 1 of the 89 AW Form 15, **Local Manufacture Request Work Sheet** and hand carry the worksheet, sample item (if available), or drawing to the approval authorities listed on the work sheet.

2.1.4. Order/pay for all materials/items needed to complete the request.

2.1.5. Ensure the part remains on order and is stored in TNB until a heavy maintenance opportunity arises and the certified part can be installed. All local manufactured parts must be replaced in accordance with direction from the appropriate Air Logistics Center (ALC) approving authority.

2.1.6. Complete Section 1 of the 89 AW Form 15 and hand carry the worksheet, sample item (if available), or drawing to the approval authorities listed on the work sheet.

2.1.7. Order/pay for all materials/items needed to complete the request.

2.1.8. Ensure the part remains on order and is stored in TNB until a heavy maintenance opportunity arises and the certified part can be installed. All local manufactured parts must be replaced in accordance with direction from the appropriate Air Logistics Center (ALC) approving authority.

2.2. The Primary Work Center will:

2.2.1. Evaluate the request for local manufacture; discuss feasibility of fabrication with customer.

2.2.2. Ensure all documents, information, sample(s), or drawing(s) required to complete the request are provided by the customer prior to paperwork being processed into the work center.

2.2.3. Manufacture the item if feasible and contact the customer for pick-up to facilitate temporary installation of the item.

2.2.4. Contact the program office who will notify the 89 LG, and HQ AMC/LGF as well as obtain approval from the appropriate ALC to install the local manufactured part on an 89 AW aircraft. They in turn will contact the proper authorities (OC-ALC) to certify the item as a permanent repair or obtain approval to install the part for a temporary repair.

2.2.5. Annotate manufactured item in the local manufacture history folder.

3. Non-Aircraft Requests:

3.1. The Customer will:

3.1.1. Determine if the item is procurable through normal supply channels or commercial businesses by researching TO'S, Fed-Log, or private industry catalogs.

3.1.2. Establish a job control number in the Core Automated Maintenance System (CAMS).

3.1.3. Complete Section 1 of 89 AW Form 15 and hand carry the work sheet, sample item (if available), or drawing to the approval authorities listed on the work sheet.

3.1.4. Coordinate with the manufacturing work centers to determine stock numbers, part numbers, or material specifications, and order/pay for all materials required.

3.1.5. Store the materials until all the materials are on hand, then coordinate with the primary work center to initiate the work.

3.2. The Primary Work Center will:

3.2.1. Evaluate the request for local manufacture and discuss feasibility of fabrication with customer.

3.2.2. Assist the customer with locating national stock numbers, part numbers, material specifications, and vendor information for the project.

3.2.3. The customer will provide all documents, information, sample(s), or drawings required for job completion prior to paperwork being processed into to work center.

4. Forms Prescribed. 89 AW Form 15, Local Manufacture Request Work Sheet.

JAMES A. HAWKINS, Brigadier General, USAF
Commander